



**HEADQUARTERS**  
CIVIL AIR PATROL CONNECTICUT WING  
2013 CTWG ENCAMPMENT  
UNITED STATES AIR FORCE AUXILIARY  
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21 January 2014

**CERTIFICATION OF WING PERSONNEL FILES AND SUPPLIMENTS HELD AT WING HQ**

1. Under the direction of the CTWG Chief of Staff, the CTWG Admin/Personnel Officer 1<sup>st</sup> Lt. Carol Whelan, CAP, reviewed each and every wing staff personnel file and in some cases rebuilt files with missing personnel information during the October-November 2013 time frame.
2. At this time 1<sup>st</sup> Lt. Whelan has cross checked and confirmed that all wing staff personnel records assigned to CT-001, with the exception of those who serve ADY to the wing are now present and accurate in the wing files maintained at the CTWG HQs and each contain a CAPF-45. (ADY records do not need to be in the wing files IAW CAPR 39-2, Section B, 1-7).
3. IAW CAP regulations, it is the policy of the CT Wing, to review, recertify and re-date all wing supplements on an annual basis in the month of December. Supplements are also recertified and re-signed at any change of wing command or when the parent regulation changes and post these supplements on our wing wide website.
4. I certify at this time that these records are current and up-to-date as per CAP Regulations.

////SIGNED////

JAMES A. RIDLEY, SR., MAJ, CAP  
Chief of Staff